

**MARINA COMMITTEE MEETING MINUTES**  
**TUESDAY, OCTOBER 14, 2014**  
**Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**

The October 14, 2014 meeting of the Marina Committee was called to order by Chairperson John Clove at 2:08 P.M.

**Present:** Chairperson Clove, and members Shane Solomon, Pat Duffy, Fuzzy Sunstrom and Kevin Roberts.

**Excused:** Jeff Flegel

**Others:** Chad Kodanko

**Staff Members:** Village Administrator Zeke Jackson, Marina Manager Wendy Tatzel, and Administrative Assistant Janal Suppanz.

**Approval of the agenda:**

*A motion was made by Sunstrom, seconded by Solomon that the agenda for the October 14, 2014 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.*

**Approval of minutes as published:**

**As to the minutes for the September 16, 2014 meeting of the Marina Committee:**

*A motion was made by Duffy, seconded by Solomon that the minutes for the September 16, 2014 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.*

**Comments, correspondence and concerns from the public:**

Clove asked if anyone wished to comment regarding a non-agenda item. No one responded.

**Business Items:**

**Item No. 4. Consider a motion to convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business whenever competitive or bargaining reasons require a closed session:**

*At 2:12 P.M. a motion was made by Clove, seconded by Duffy that the Marina Committee convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session. A roll call vote was taken on the motion and the Committee members voted in the following fashion:*

*Clove – Aye;*

*Duffy – Aye;*

*Roberts – Aye;*

*Solomon – Aye;*

*Sunstrom – Aye.*

*Motion carried – All ayes.*

**Item No. 5. Consider a motion to reconvene into open session:**

*At 3:01 P.M. a motion was made by Clove seconded by Sunstrom that the Marina Committee reconvene into open session. Another roll call vote was taken on that motion and the*

1 Committee members voted in the following fashion:

2 Clove – Aye;

3 Duffy – Aye;

4 Roberts – Aye;

5 Solomon – Aye;

6 Sunstrom – Aye.

7 Motion carried – All ayes.

8  
9 **Item No. 6. Consider a motion to take action if required:**

10 A motion was made by Clove, seconded by Duffy that on October 15, 2014 Tatzel shall  
11 provide written Notice of Intent to Cancel which is compliant with the terms of the contract  
12 entered into with Lundquist Realty for rental of the boathouse to the designated representatives  
13 of that agency. Motion carried – All ayes.

14  
15 A motion was made by Sunstrom, seconded by Duffy that as soon as the required notice  
16 period has expired with respect to the contract with Lundquist Realty, Village officials shall enter  
17 into a contract with Door County Property Management for the rental of the Boathouse. That  
18 contract shall be in effect from the date of execution through December 31, 2015. Motion  
19 carried – All ayes.

20  
21 The Committee members indicated that they look forward to working with Kodanko and his  
22 associates.

23 Clove pointed out that near the end of this meeting another closed session would be conducted  
24 pursuant to Wis. Stats., §19.85(1)(c).

25  
26 **Item No. 1. Discussion regarding the 2015 Schedule of Fees and consider a motion to take**  
27 **action, if required:**

28 A draft of a Schedule of Fees for the Marina for 2015 was included in the meeting packets and  
29 the Committee members jointly reviewed that document. It was the consensus that the Fee  
30 Schedule is acceptable as presented.

31  
32 Discussion took place regarding rental of vacant seasonal slips and utilization of the Waiting  
33 List, and it was the consensus that persons whose names are on that list should be contacted  
34 much sooner this year. The Committee members also stressed that they have no desire to have  
35 Tatzel come to them for permission to perform minor administrative tasks, including  
36 amendment of the fees contained on the previously mentioned schedule.

37  
38 **Item No. 2. Discussion regarding marketing of the Marina and consider a motion to take**  
39 **action if required:**

40 Discussion took place regarding installation of more visible signage for the commercial boating  
41 operations, and the suggestion was made that long duration temporary signage which is  
42 compliant with the Sign Code be mounted on the commercial kiosk.

43  
44 Tatzel noted that a marketing calendar for 2014-2015 as well as a proposed marketing budget  
45 were included in the meeting packets and the Committee members jointly reviewed those  
46 documents. During the review process Tatzel noted that she does intend to seek sponsors for  
47 several of the stated activities so the expenses delineated on the marketing budget should  
48 actually be cheaper than anticipated. The suggestions were made that a CPR course be

1 conducted in conjunction with the Boaters' Safety Course, that a floating golf tournament as  
2 opposed to a regular golf tournament be conducted, and that co-op advertising be done with  
3 other area marinas in boating magazines.

4  
5 *At 4:20 P.M. Sunstrom indicated that he had another engagement and left the meeting.*  
6

7 **Item No. 3. Discussion regarding marina activities with Wendy Tatzel, Marina Manager:**

8 Tatzel gave the following oral report:  
9

10 • **Fuel Dock:**

11 She met with a representative of Petroleum Services several weeks ago concerning  
12 installation of a fuel dock and is still waiting for a cost estimate. At this time the end of  
13 "B" Dock is the preferred location for a pressurized buried fuel system.  
14

15 • **Bathroom Update:**

16 The painters will be coming to sandblast and paint the restrooms on October 24, 2014.  
17 The public restroom renovation project has also been let for bids.  
18

19 • **Operations:**

20 Seasonal closing and shutdown of Marina facilities will be occurring very soon. She  
21 does intend to contact the people on the Waiting List soon and will request e-mail  
22 addresses for all of them.  
23

24 • **Projects:**

25 The suggestion has been made that a gas powered fire pit be installed at the Marina.  
26 Tatzel will be looking into several different fire pit alternatives over the course of the  
27 winter.  
28

29 **Item No. 8. Consider a motion to discuss matters to be placed on a future agenda or referred**  
30 **to a committee, official or employee:**

31 The Marina Committee will not be meeting in November. Therefore, the next meeting of the  
32 Committee was scheduled for 2:00 P.M. on December 2, 2014.  
33

34 **Continuation of Item No. 4. Consider a motion to convene into closed session pursuant to**  
35 **Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits:**

36 *At 4:42 P.M. a motion was made by Clove, seconded by Duffy that the Marina Committee*  
37 *convene into closed session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and*  
38 *employee benefits. A roll call was taken on the motion and the Committee members voted in*  
39 *the following fashion:*  
40

41 *Clove – Aye;*

42 *Duffy – Aye;*

43 *Roberts – Aye;*

44 *Solomon – Aye.*

45 *Motion carried – All ayes.*  
46

47 **Continuation of Item No. 5. Consider a motion to reconvene into open session:**

48 *At 4:51 P.M. a motion was made by Clove seconded by Duffy that the Marina Committee*  
49 *reconvene into open session. Another roll call vote was taken on that motion and the*

1 Committee members voted in the following fashion:

2  
3 Clove – Aye;  
4 Duffy – Aye;  
5 Roberts – Aye;  
6 Solomon – Aye.

7 Motion carried – All ayes.

8  
9 **Continuation of Item No. 6. Consider a motion to take action if required:**

10 No formal action was taken.

11  
12 **Item No. 7. Consider a motion to discuss matters to be placed on a future agenda or**  
13 **referred to a committee, official or employee:**

14 *It was the consensus that the following items shall be placed on a future agenda or*  
15 *referred to a committee, official or employee:*

- 16  
17 A. Update on the restroom renovation project;  
18 B. Update on the fire pit project;  
19 C. Update on the painting project;  
20 D. Review of the 5 Year CIP, including discussion regarding installation of a fuel  
21 dock.

22  
23 **Adjournment:**

24 *A motion was made by Clove, seconded by Duffy to adjourn the meeting of the Marina*  
25 *Committee at 4:46 P.M. Motion carried – All ayes.*

26  
27 Respectfully submitted,

28 

29 Janal Suppanz,  
30 Administrative Assistant